



Grant Opportunity Tools



Alachua County Board of County Commissioners

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Grants Locator



“HOW TO” Guide

includes instructions specific to Alachua county and
the current eCivis users guide

**CLICK MOUSE BUTTON TO TURN
PAGE**

eCivis | Solutions for Local Governments | Grants Locator | Search - Microsoft Internet Explorer

Address <http://www.ecivis.com/grants/myGrants/saveGrant.cfm?grantID=6441&FromRec=1>

eCivis Solutions for Local Governments [Home](#) [Contact](#) [Logout](#)

GRANTS LOCATOR MAIN PAGE MY GRANTS SEARCH LEARN ACCOUNT HELP

MY GRANTS ALERT SAVED GRANTS

Save Grant

Grant Title: Historical Museums Grants-In-Aid, (Part B) Operations Support - FY 2004

Anticipated Funds: \$1,500,000.00

Due Date: 12/15/2003

Set the Priority and Status of this grant for future reference:

Priority: High **Status:** Not Applied

Add Additional Notes:

Set this grant in my reminder inbox: Yes No

Click Save Grant when you are done. **SAVE GRANT**

Use the “Notes” section to track status. Please keep in mind the elements of the process we are tracking (see next page) that will be reported to the Board of County Commissioners

[Home](#) | [My Grants](#) | [Search](#) | [Learn](#) | [Account](#) | [Help](#) | [Contact](#) | [Logout](#)
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ALACHUA COUNTY

TRACKING GRANT OPPORTUNITIES WITH *GRANTS LOCATOR*

As a partner with Alachua County in the GOT program, each subscriber is a vital part of the on-going evaluation program.

On-site training will provide concrete examples of the sort of information that can be collected automatically and that which requires user input.

USING THE “NOTES” SECTION TO TRACK GRANTS

Subscribers should use the Notes section for reporting purposes as follows (in addition to their own notes to themselves):

- 1. To track "Status" in addition to the “drop down)
 - a. was there consideration given to applying for the grant even if it was not applied for.**
 - b. was the grant applied for and when was it submitted**
 - c. was the grant referred to someone other than the subscriber (either inside or outside the organization – if so, who?****
- 2. To record the reason a grant was not applied for: Such as: lack of capacity, lack of matching funds,**
- 2. To record date award decision will be announced (if known)**
- 3. To record amount applied For ;**
- 4. To record Partnerships in the grant application; then**
- 5. To record Awarded or Denied**



A user-friendly instruction manual for
Grants Locator – the complete grants research system

by eCivis, LLC

Getting Started

Getting Started

To use *Grants Locator*, either [Internet Explorer 4.0 and above](#) or [Netscape Navigator 4.0 and above](#) are required. *Grants Locator* is not optimized for AOL browsers. If you are using AOL, open either Internet Explorer or Netscape Navigator while logged into AOL.

The free [Adobe Acrobat Reader](#) is required to view most downloadable documents. A file may come in other formats, such as Microsoft Word and Excel. A large file or collection of files may be archived and compressed. To access these files, you need the [WinZip](#).

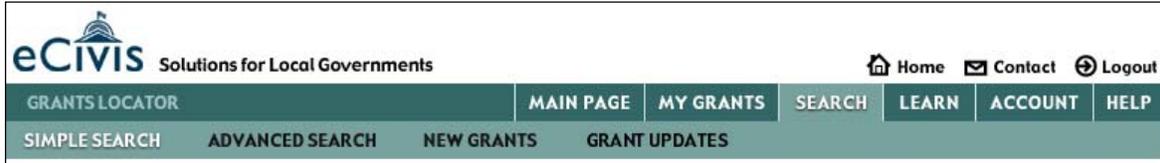
Logon

To log in to *Grants Locator*, go to www.ecivis.com. Your username and password are required to access the system. For assistance, use the "Forgot Your Password" link or contact customer service at (877) 232-4847.

Navigation

eCivis web products are designed to make navigation as easy as possible. You are in *Grants Locator* if the navigation bars are green. Blue navigation bars indicate the *eCivis* Corporate Site. Each page contains three global buttons: "Home" takes you to the home page at www.ecivis.com, "Contact" directs you to information on how to contact *eCivis* and "Logout" signs you off of *Grants Locator*.

Below the logo and global buttons is the primary navigation bar. In *Grants Locator*, this bar is dark teal green and contains six tabs: Main Page, My Grants, Search, Learn, Account, and Help. Clicking the tab highlights it and provides a light teal green bar with several secondary navigation tabs. The highlighted section indicates your location.



Main Page

The Main Page contains articles written by *eCivis* staff focusing on current funding trends, high-profile funding opportunities and other topics geared to local governments and their community partners. The large, featured article on the right side of the screen offers monthly in-depth analysis of a variety of topics. Along the left sidebar, you will find the latest headlines of brief, informational articles. Access each article by clicking on its title.

The Main Page also includes two boxes with information based on your personal settings. The Inbox gives information from your default search agent. The Saved Grants Reminders includes three grant names you have specifically saved. You can find more information about the default search agents and saved grants in the [Personalizing My Saved Grants](#) section of the How-To Guide.



Searching for Grants

Search Section

Simple Search

Clicking the "Search" tab on the primary navigation bar brings up the Simple Search Page.

Begin by selecting one or more categories (See [Using Categories](#) for definitions). For example, to find grants relevant to creating non-motorized trails, you may want to select both "Parks & Recreation" AND "Natural Resources."

After selecting categories, only add a keyword to further narrow your search. In the case of some larger categories, such as "Education," keywords are very helpful (See [Keyword Tips](#) for more information).

To find grants due within a specified period, pull down the list in the "Due Date" box. Since many Federal and State grants are funded annually, you may want to keep the default setting of "All Due Dates." This will include grants that are past due but may be re-solicited again soon.

You may select any combination or all of the grant types available to you to further refine your search. The default setting will search all available grant types.

The screenshot shows the eCIVIS website interface for the Grants Locator. At the top, there is a navigation bar with the eCIVIS logo and the text "Solutions for Local Governments". To the right of the logo are links for Home, Contact, and Logout. Below the navigation bar is a secondary menu with tabs for GRANTS LOCATOR, MAIN PAGE, MY GRANTS, SEARCH, LEARN, ACCOUNT, and HELP. Under the GRANTS LOCATOR tab, there are sub-tabs for SIMPLE SEARCH, ADVANCED SEARCH, NEW GRANTS, and GRANT UPDATES. The SIMPLE SEARCH tab is active, and the page title is "Simple Search".

The main content area is titled "Simple Search" and contains the following elements:

- Categories:** A heading followed by the instruction "Choose which categories to search in. You must choose at least 1 category." Below this is a checkbox labeled "Include All (You Must Use a Keyword)".
- Category Grid:** A grid of 21 checkboxes, each followed by a category name:
 - Agriculture
 - Arts & Culture
 - Community Development
 - Disaster Preparedness
 - Domestic Preparedness/Homeland Security
 - Economic Development
 - Education
 - Energy
 - Fire/EMS
 - Hazardous Waste/Remediation/Brownfields
 - Health, Prevention/Treatment
 - Health, Research
 - Housing
 - Human Services
 - Information Technology/Telecommunications
 - Justice, Prevention/Correction/Rehabilitation
 - Justice, Victims
 - Justice, Youth
 - Libraries
 - Natural Resources
 - Parks & Recreation
 - Police
 - Recycling & Reuse
 - Rural Issues
 - Senior Citizens
 - Solid Waste
 - Training & Vocational Services
 - Transportation
 - Wastewater
 - Water Supply/Quality
- Keywords:** A text input field.
- Type:** A dropdown menu currently showing "Federal Foundation California". Below it is the text "(Ctrl + click for multiple selections)".
- Due Date:** A dropdown menu currently showing "All Due Dates".
- Submit:** A button labeled "SUBMIT" with the text "Click submit search when you are done." to its left.

For more options in searching, you may wish to use the Advanced Search feature of *Grants Locator*.

Searching for Grants

Advanced Search

The Advanced Search feature works like Simple Search but allows you to further refine your search and narrow the focus of the results. Advanced Search options include those available in the Simple Search, plus:

Agency: The default setting will search all agencies or select from a list of state or Federal agencies.

Eligibility: The default will search all eligible applicants, or narrow your search by selecting from a list of entities such as "local governments" or "academic institutions."

Priority: eCivis rates funding opportunities by their relevance to local governments on a scale of 1 to 4:

- Priority 1: Immensely valuable to local governments and usually offer funding for typical functions such as policing, health services and public waste. The funding amount is significant with many awards offered. Cities and counties are usually the most competitive applicants for Priority 1 grants.
- Priority 2: Valuable to local governments, but may be region-specific or limited in funding. Usually these programs reflect a smaller amount of total funding, or have geographical limitations that decrease the number eligible to apply. Low numbers of total awards are also characteristic of a Priority 2 grant.
- Priority 3: Represent a focus area outside the responsibilities of local government including state-level funding and grants targeting academic institutions and community-based organizations. Programs offering local governments strong potential for partnerships within the community merit a priority 3.
- Priority 4: Very specialized and typically outside the traditional realm of local governments, but may offer potential for public/private partnerships. The National Institute of Health and the National Science Foundation release many solicitations for programs of scientific research and technological development usually regarded as priority 4 grants.

The default setting includes all priorities.

Matching Funds: The default selection includes all grants. Choose "Yes" to search for grants that require matching funds, or "No" to search only grants that do not require matching funds.

Grant Number: Enter the specific *Grants Locator* number (a two-letter, four-digit code, found in the upper right corner of the Grant Detail and in the Grant Notice e-mail)

Show Results By: This option lets you choose how you want the Search Results sorted. The default setting will display your results by ascending due date and alphabetically by grant title.

Advanced Search

Categories: Choose which categories to search in. You must choose at least 1 category.

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Health, Prevention/Treatment	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Health, Research	<input type="checkbox"/> Police
<input type="checkbox"/> Community Development	<input type="checkbox"/> Housing	<input type="checkbox"/> Recycling & Reuse
<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> Human Services	<input type="checkbox"/> Rural Issues
<input type="checkbox"/> Domestic Preparedness/Homeland Security	<input type="checkbox"/> Information Technology/Telecommunications	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Justice, Prevention/Correction/Rehabilitation	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Education	<input type="checkbox"/> Justice, Victims	<input type="checkbox"/> Training & Vocational Services
<input type="checkbox"/> Energy	<input type="checkbox"/> Justice, Youth	<input type="checkbox"/> Transportation
<input type="checkbox"/> Fire/EMS	<input type="checkbox"/> Libraries	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Hazardous Waste/Remediation/Brownfields	<input type="checkbox"/> Natural Resources	<input type="checkbox"/> Water Supply/Quality

Include All (You Must Use a Keyword)

Keywords to Narrow Search (Optional): Type: (Ctrl + click for multiple selections) Due Date:

Agency: Eligibility:

Priority: 1 2 3 4 Matching Required: Grant Number:

Show Results By: and

Click submit search when you are done. Save/Create Search Agent Name:



Searching for Grants

Search Methods

Whether you opt for a Simple Search or an Advanced Search, consider these three basic search methods:

1. Keyword Search

Directions: Select "Include All" at the top of the screen. You *must* use at least one keyword when including all categories. For a specific program, use the first three words of the grant title as keywords.

Results: A list of all grants that contain your keyword(s) in the title, summary or keyword sections.

2. Category Search

Directions: Click on one or more funding categories. Do not enter a keyword.

Results: A list of all grant programs related to your category selection(s).

3. Category Plus Keyword Search

Directions: Click on one or more funding categories and add in at least one keyword to focus your search.

Results: A list of grant programs in your category selection containing your keyword(s) in the title, summary or keyword sections.

Varied Search Methods

Do not limit yourself to one type of search. Experiment with these three search types, as well as other Advanced Search options, until you find the combination that yields the best results.

Keyword Tips

When searching for a single word, the singular form of a word should always be used; *Grants Locator* will automatically add common endings and prefixes. You may also use the base form of a word plus (*) to pull up all other forms of the word. For example, a search for "revitaliz*" would bring up "revitalize," "revitalizes," "revitalized," "revitalizing" and "revitalization."

You may use more than one keyword. However, *Grants Locator* requires the Boolean Search Operators AND, OR or NOT between words. The maximum number of keywords is three words plus two operators (a total of five words). Searching with just one keyword typically yields the most helpful results.

When searching for a phrase (a group of words that occur together), the *Grants Locator* search engine will view multiple words (other than Boolean Operators) as a phrase whether you use quotation marks or not. Phrases must be limited to a total of no more than three words; i.e., "downtown revitalization project."

Keyword Examples	
skate park	finds grants containing the exact phrase 'skate park'
"skate park"	finds grants containing the exact phrase 'skate park'
skate and park	finds grants containing both 'skate' and 'park' as well as 'skating,' 'parks', 'parking', etc.
"skate" and "park"	finds grants containing both 'skate' and 'park' but no derivations of the words
skate or park	finds grants containing either 'skate' or 'park' including 'skates', 'parks', etc.
"park" not "parking"	finds grants containing 'park' but not 'parking' or 'parks'
wast*	finds grants containing 'wastewater', 'waste', 'wasting', etc.



Searching for Grants

Using Categories

All grants have been assigned to at least one category and many grants are cross-referenced within multiple categories. eCivis staff manually categorize each grant according to the descriptions offered below.

When selecting categories for your search, include not only your target category but also related categories.

Provided below is a brief description of each category - there is often some overlap between categories.

Categories: Choose which categories to search in. You must choose at least 1 category.

Include All (You Must Use a Keyword)

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Health, Prevention/Treatment	<input type="checkbox"/> Parks & Recreation
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Health, Research	<input type="checkbox"/> Police
<input type="checkbox"/> Community Development	<input type="checkbox"/> Housing	<input type="checkbox"/> Recycling & Reuse
<input type="checkbox"/> Disaster Preparedness	<input type="checkbox"/> Human Services	<input type="checkbox"/> Rural Issues
<input type="checkbox"/> Domestic Preparedness/Homeland Security	<input type="checkbox"/> Information Technology/Telecommunications	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Economic Development	<input type="checkbox"/> Justice, Prevention/Correction/Rehabilitation	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Education	<input type="checkbox"/> Justice, Victims	<input type="checkbox"/> Training & Vocational Services
<input type="checkbox"/> Energy	<input type="checkbox"/> Justice, Youth	<input type="checkbox"/> Transportation
<input type="checkbox"/> Fire/EMS	<input type="checkbox"/> Libraries	<input type="checkbox"/> Wastewater
<input type="checkbox"/> Hazardous Waste/Remediation/Brownfields	<input type="checkbox"/> Natural Resources	<input type="checkbox"/> Water Supply/Quality

Agriculture: Supporting traditional farming techniques; researching or encouraging new techniques and products; preserving farmland, pesticides and pest/disease control; fertilizer; developing new markets or marketing for agricultural products (domestically and internationally); farm-worker issues; aquaculture and supporting agriculture science at the post-secondary level.

Arts & Culture: Fine arts, arts in schools, museums, historic preservation and foreign cultures.

Community Development: Including infrastructure; land use; zoning development and enforcement; development buildings; adaptive reuses; redevelopment and revitalization; urban issues; growth management; job/housing imbalance; strategic planning; and community service/volunteer efforts.

Disaster Preparedness: Floodplain mapping (FEMA programs), seismology and disaster recovery.

Domestic Preparedness/Homeland Security: Directly relating to domestic security issues such as terrorism, bioterrorism, weapons of mass destruction, preparedness and water security.

Economic Development: Stimulating local economies; revitalization; incentives to local businesses; job creation and retention; analysis of trends; strategic planning and job/housing imbalance.

Education: Primarily limited to formal education programs and institutions including pre-kindergarten programs, primary and secondary schooling, post-secondary and graduate work, and academic institutions. Includes gender issues; fellowships and assistance towards higher education; learning and physical disabilities; English and foreign language; teacher training; testing; research; and educational facilities and operations. Includes studying abroad and foreign exchange programs, as well as adult education (general education diploma). Does not include public information, job retraining or education as a by-product of other categories.

Energy: Reducing peak and general energy use; energy efficiency; alternative energy sources (solar, biomass, etc.); renewable energy and developing/expanding traditional energy sources.

Fire & EMS: New staffing, new equipment, fire fighting techniques, community issues, fire safety and paramedics.



Searching for Grants

Using Categories (continued)

Hazardous Waste/Remediation/Brownfields: Assessment; clean up; redevelopment of both hazardous waste contamination and hazardous waste storage; research in new remediation techniques and household waste.

Health, Prevention/Treatment: Implementation of health promotion, risk reduction, disease prevention, treatment and rehabilitation. Includes substance abuse and teenage pregnancy. Also includes training of health professionals, as well as evaluation and enhancement of all aspects of health services.

Health, Research: Research into health-related issues including prevention, causes, risk reduction and treatment. Does not include the implementation of health programs.

Housing: Emergency, transitional, and affordable (creation, retention, rental and ownership) housing. Also includes housing self-repair, adaptive reuse and redevelopment and job/housing imbalance.

Human Services: Services to underserved segments of society, including but not limited to: the homeless, low-income, the disabled, the elderly, broken families, etc. Includes rehabilitation, transitional services and child and family development.

Information Technology/Telecommunications: Introducing new technology into traditional government practices (e.g., automating police records), education and distance learning. Addressing the "digital divide"; acquisition of new hardware; telecommunications in under-served areas and development of new technologies.

Justice, Prevention/Correction/Rehabilitation: All aspects of justice including research, education and implementation. Topics may include prevention, causes, risk reduction, correction, probation, rehabilitation and reducing recidivism. Includes drug, alcohol, and other substance abuse and manufacturing. Also includes construction and improvement of prisons, jails, courts, etc.

Justice, Victims: Focused on victims of crimes including spousal abuse, child abuse, and elder abuse, violent crimes, child abduction, etc.

Justice, Youth: Focused on all aspects of juvenile crime and juvenile delinquency throughout the justice system. Includes topics such as causes, education, prevention, risk reduction and gangs.

Libraries: Building, equipping and upgrading all types of libraries.

Natural Resources: Protecting or restoring the natural environment (wetlands, watersheds, streams, coastal areas, etc.); protecting or assisting in the recovering of protected or endangered species; open space acquisition and development; motorized and non-motorized trails through open space; water and air pollution; climate issues and environmental issues associated with industry or mining.

Parks & Recreation: Urban and regional parks, recreation, athletics, trails, navigable waterways, boating, zoos and aquariums.

Police: All law enforcement-related areas including new staffing, new equipment and community policing.

Recycling & Reuse: Any and all facets, including water, motor oil, newspapers, etc.

Rural Issues: Focused on rural issues (as opposed to urban issues). Includes topics such as farm-worker housing.

Senior Citizens: Addressing senior citizen needs and relying on senior citizens as community resources.

Solid Waste: All aspects of collection, conveyance and disposal of solid waste, as well as, unique aspects of household waste.

Training & Vocational Services: Retraining of adult workers; jobs for homeless and low-income individuals and training for the unemployed, the underemployed and the disabled. Includes identifying skill shortages.



Searching for Grants

Using Categories (continued)

Transportation: All aspects of transportation including roads, highways, mass transit, railroad, rail transit, navigable waters, airports, etc.

Wastewater: All aspects of collection, conveyance and disposal of wastewater.

Water Supply/Quality: Sources, collection, transmission, storage, treatment and distribution of water. Also includes quality of drinking water, aquifers, and watersheds; non-point source pollution and storm water runoff.

Search Results

After you have completed your search, you will be given a list of any relevant grants contained in *Grants Locator*. To view a grant, simply click on its title. This will take you to the Grant Detail page for that specific program.

Creating Search Agents

Search agents can be created to save combinations of search criteria for repeated use. There are two easy methods for creating search agents:

Advanced Search Page: Select any combination of search criteria you wish to use with your search agent. Before clicking on submit, click on the "Save/Create Search Agent" checkbox in the bottom right corner of the Advanced Search page. In the field below, enter the name you wish to call your search agent, then click on the "Submit" button. Your search occurs and the results are returned. Your search agent is saved and included on your My Search Agents page in the My Grants section.

The screenshot shows a portion of the Advanced Search interface. It includes a checkbox for "Water Supply/Quality", a "Due Date" dropdown menu set to "All Due Dates", an "Eligibility" dropdown menu set to "All", and a "Grant Numbers" input field. At the bottom right, there is a checkbox labeled "Save/Create Search Agent" with a "Name" input field next to it. A "SUBMIT" button is visible at the bottom left of the form area.

Search Results Page: Select your search options on the Advanced Search page and click "Submit" at the bottom of the page. Your search results will be returned. If you're happy with these results and want to save the criteria, enter a name for your search agent in the field at the upper right corner of the results page and click on the "Save" button. Your search agent will be saved and you will be redirected to your list of search agents.

To learn about managing your search agents and working with your Default Search Agent, see the [Personalizing My Grants](#) section of the How-To Guide.

New Grants

The New Grants section lists all grants entered into *Grants Locator* within the last two weeks. To view a grant listing, click on the hyperlinked title.

Updated Grants

The Updated Grants section lists all updates that have been added to *Grants Locator* within the last two weeks. The page includes each grant and a brief note regarding the nature of the update. To view the full grant listing and the specific updated information, click on the hyperlinked title.

Using the Grant Detail

Grant Detail

To view each section of the Grant Detail, simply click on the appropriate tab. The selected tab will be highlighted.

Grant Detail	
SAVE GRANT	Return to Search Results
Grant Title: COPS In Schools (CIS) - FY 2004	Grant #: US0095 print or e-mail version
summary	financial
eligibility/application	contact/files
awards	

Summary

The Summary section describes the grant program in a few paragraphs. Any information obtained directly from the program officer will be bold and italicized.

Financial

The Financial section includes total funding amounts minimum and maximum grant amounts and matching fund requirements. *Grants Locator* includes matching fund requirement in terms of a percentage or a proportion of the total dollar amount, and will differentiate between cash and in-kind requirements. As an example of the percentage formula: A \$75,000 grant requiring a \$25,000 match would be stated as a required match of 25%.

Eligibility/Application

This section describes eligible applicants and gives detailed instructions for submitting grant applications.

Contact/Files

The Contact section gives you the name and contact information for the grant's program officer. This is the person you should contact with further questions about the grant.

The Files section includes all related documents for the program. Any informational or application materials are attached here. All grants in *Grants Locator* include a Notice of Funding Availability (NOFA). Many grants include additional files to help you better understand the program and its application process.

Viewing/Downloading Files

To view a file in your browser, click on the hyperlinked filename to open it in your browser window. Using Netscape Navigator, you may be prompted to open the file or save it.

To download and save a file in either Internet Explorer or Netscape Navigator, click your right mouse button when the cursor is above the hyperlinked filename (the file is not opened) and choose "Save Target As..." Then, choose the file folder on your PC into which you would like to save the file. It's a good idea to create a folder for *eCivis* grants on your PC to keep all of your downloads in one place.

Updates

Grant listings may have an Updates tab. Click on this tab to see a summary of information that has been added or changed since the grant was originally entered.

Awards

Grant listings may also an Awards tab. This tab takes you to a downloadable, previously funded application (PFA) for that program.



Using the Grant Detail

E-mailing and Printing the Grant Summary

To facilitate sharing grant opportunities within your organization, *eCivis* has taken advantage of features already available with your Internet browser to e-mail or print grants.

First, you will need to open the Print or E-mail Version page by clicking on the link to the right of the grant title. A new window will open with a printer-friendly summary of all information included under each tabbed section of the grant.

Print this page as you would any other page viewed in your browser — by selecting the File>Print option from your browser’s menu.

To e-mail the detail page, choose the File command from your browser and select “Send Page by E-mail.” Your e-mail program will launch and the grant will appear either in the body of the e-mail or as an attachment. Type in your recipient’s address, a subject and a message, and click “Send.”

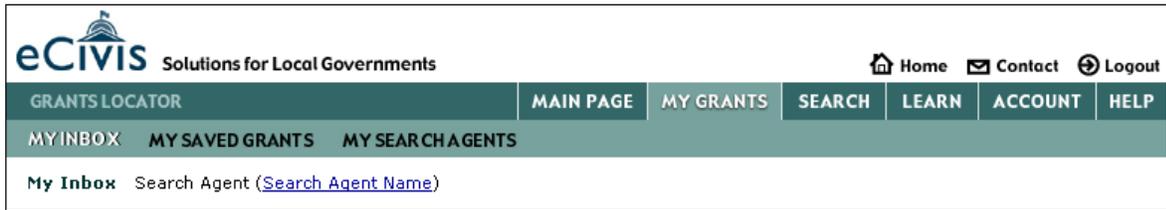


If e-mailing from your browser is unavailable, copy the complete Grant Detail and paste directly into the body of an open e-mail.



Personalizing My Grants

My Grants



The My Grants section is designed to offer each user personalized tools to simplify the grants search process.

My Inbox

Clicking on the My Grants tab of the primary navigation bar takes you to My Inbox. This page shows the search results for your Default Search Agent, with newer grants added to the top of the list. The name of the search agent assigned to your personal My Inbox also appears on the Main Page in the Grant Inbox. Each time you log in, you will see how many new grants meet the search criteria of your Default Search Agent. Clicking on the search agent name takes you directly to the updated list of grants in My Inbox.



You can “delete” grants from your inbox. This function temporarily blocks the grant listing from appearing in your My Inbox based on your Default Search Agent. Click on the check box in the “Delete” column next to the grant(s) you wish to block, then click on the “Delete Checked Boxes” button. The grant will stay blocked until you change search agents or click the “reset inbox” button.

My Saved Grants

Grants may be saved for future reference. The My Saved Grants section offers a list of the grants you have saved. Save a grant by clicking on the “Save” button included with each grant returned as the result of a search or from the “Save Grant” button included on each Grant Detail page. After clicking the “Save” button, a new screen prompts you to choose a priority level and status and offers a field to include notes for future use. To see a grant you have saved, go to My Saved Grants.

You may choose to show up to three grants in your Saved Grants Reminders on the Main Page. To remove the grant from your reminder box, simply uncheck the box next to the grant listed on your My Saved Grants page and click on the “Submit Changes” button. The Saved Grant Reminders box will also remind you of the number of grants you currently have saved.



Personalizing My Grants

My Search Agents

Creating search agents was addressed in the [Searching for Grants](#) section of the How-To Guide. You can access a list of your search agents at My Search Agents.

My Search Agents

SET DEFAULT AGENT CREATE SEARCH AGENT

Default Agent	Agent #	Agent Title	Created	
<input checked="" type="radio"/>	1	Search Agent Name	04/26/2004	EDIT SEARCH DELETE
<input type="radio"/>	2	Fed Counseling	04/23/2004	EDIT SEARCH DELETE
<input type="radio"/>	3	Fed Tornados	04/25/2004	EDIT SEARCH DELETE
<input type="radio"/>	4	health stuff	04/26/2004	EDIT SEARCH DELETE
<input type="radio"/>	5	Recycling	04/25/2004	EDIT SEARCH DELETE
<input type="radio"/>	6	Rural Police	04/22/2004	EDIT SEARCH DELETE

From the My Search Agents page you can choose to search any of your search agents, edit the search criteria for the search agent and delete any existing search agent.

Click on a "Search" button to look for grants based on the criteria within that search agent. The Results page includes a text link to "Return to Search Agents" allowing you to toggle back and forth between your results and your agent list for rapid searching of all your search agents.

Select the radial dial next to any search agent and click on the "Set Default Agent" button to link that search agent to your My Inbox and track new grants meeting that search criteria.

Click on the "Create Search Agent" button to go directly to the Advance Search page where you can select your search criteria options and save them as a new search agent.



Using Additional Features

Learn

The Learn section provides helpful information for grant seekers and writers. The Previously Funded Applications (PFAs) Library allows you to search by category for a list of downloadable previously funded applications. eCivis has obtained these applications via a Freedom of Information Act (FOIA) Request, and has scanned each original document into our system (as a PDF file). Examining examples of award-winning applications is a great way to see what granting agencies are looking for. By comparing the structure, writing, and budget of an award-winning application to your own, you should be able to improve your chances of winning competitive funds.

PFAs for specific grant programs may also be accessed within their Grant Detail pages. When viewing a grant program of interest, check for an Awards tab (to the right of the Contact/Files tab). If this Awards tab appears, a previously funded application is available for this program. Simply click the Awards tab and then use the link to download the attached file.

Account

The Account section allows you to view details of your account, modify your personal account information and change the frequency of your email alerts. To make any changes, click on the Change Password section. Items marked with an asterisk (*) are required.

To modify your account, please fill in the appropriate information.

User Name:

*Password:

*re-type Password:

*First Name:

*Last Name:

*Phone:

*Email:

Email Preferences:
 Send Grants Locator e-mail?: None Daily Weekly HTML Format (Recommended)
 Send updated saved grants e-mail?: None Daily Weekly

*Grant Type:

Search Preferences:
 Search Results Per Page:

Help

eCivis offers support and training to all of our clients. If you have not yet received training in *Grants Locator*, please contact us. Telephone trainings are pre-scheduled at various times throughout the week. You may also request onsite training for your jurisdiction for an additional fee. Our Trainer will walk you through *Grants Locator* and answer your questions.

We are available 7:30 a.m. to 5:00 p.m. Pacific Time to provide general technical support and assistance with *Grants Locator*. Please call us toll-free at 1-877-2eCivis (1-877-232-4847, option "2" for customer service) or e-mail us at: customerservice@eCivis.com.

